To extend an effective date on a pending tariff:

1. Log on to EFIS.
2. From the Welcome screen, click the '**Filing/Submission**' menu option
3. Select the '**Tariff Submission**' link to continue to the Tariff Submission screen.

4. Select the '**Extend Effective Date**' link to continue to the '**Tariff Extension Date Submission**' screen.

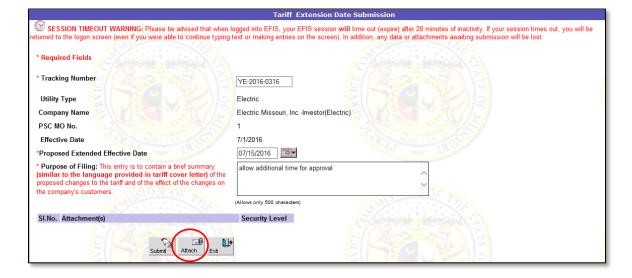On the 'Tariff Extension Submission' screen, complete the following steps.

5. Beside '**Tracking Number**', input the applicable tariff tracking number for the pending tariff.
6. The following fields will auto populate:
    a. '**Utility Type**'
    b. '**Company Name**'
    c. '**PSC MO No.**'
    d. '**Effective Date**'
7. Beside '**Proposed Extended Effective Date**', input or select the calendar icon to choose the proposed effective date.

    Note: The proposed extended Effective Date should be later than the current Effective Date.

8. Beside '**Purpose of Filing**', input a brief summary of the proposed changes to the tariff.
9. If there are <u>NOT</u> any attachments, skip to step 16.
10. If there <u>ARE</u> any attachments, click on the '**Attach**' button to the '**Filing/Submission – Attachment(s)**' screen.

On the 'Filing/Submission – Attachment(s)' screen, complete the following steps:

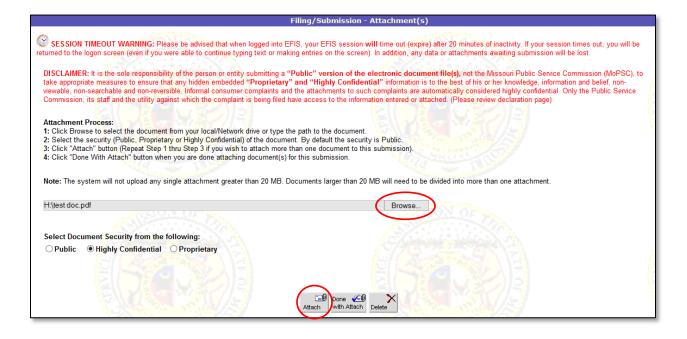11. Click the '**Browse**' button to select the document(s) for attaching.

    Note: File names and file paths cannot use any special characters (%'&^*#@) except an underscore or hyphen.

12. Under '**Select Document Security from the following:**', select the applicable radio button for the document's security level**.**

    Note: It is the filer's responsibility to denote the correct security level on every document.

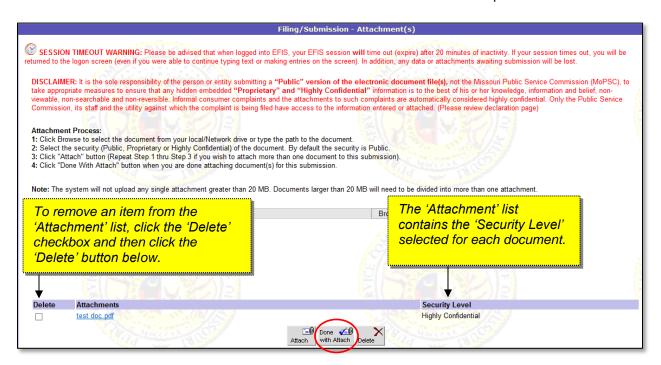13. Click the '**Attach**' button to attach the document.

    Note: Multiple attachments may be made by selecting a document, its security level and then clicking the 'Attach' button.
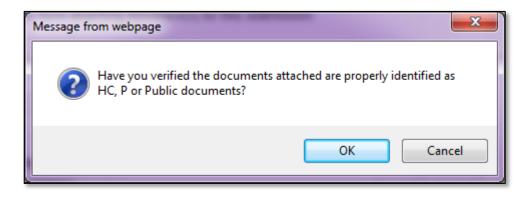
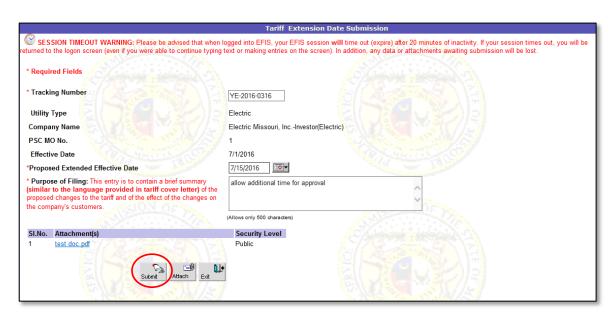14. Click the '**Done with Attach**' button after all the attachments have been uploaded.

15. After verifying the security levels on the attachment(s), click the '**OK**' button to continue to the '**Tariff Extension Date Submission**' screen.
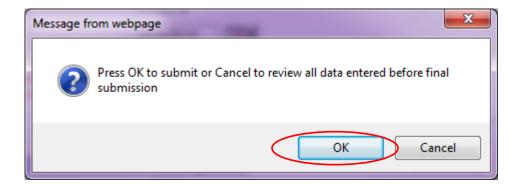
16. Click the '**Submit**' button to submit the extension.

17. Click the '**OK**' button to submit the filing or the '**Cancel**' button if changes need to be made.

A confirmation screen with the tracking number will appear.

18. Click the '**OK**' button to return to the Tariff Submission screen.

For additional assistance, please contact the Data Center at 573-751-7496 (local to Jefferson City, MO) or datacenter@psc.mo.gov